

## **DHS SVIP Submissions Portal User Guide**

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Prepared for: DHS SVIP Program



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## **Getting Started**

#### Below are elements of the SVIP Submissions Portal to understand:

#### **Submission Types**

- Application standard form based submission content
- Oral Pitch (OP) additional materials requested if invited to proceed past Application phase

#### **Participant Information**

- Administrative Point Of Contact user which logs into Submission Portal to submit content. Correspondence about submissions will be sent to this participant.
- Technical Point Of Contact (does not log into system) additional Point of Contact reference for the SVIP Program Office.





### **User Role Overview**

**Admin Point Of Contact (POC)** - user which logs into Submission Portal to submit content. Correspondence about submissions will be sent to this participant. Activities the Admin POC can perform are:

#### Register Company For SVIP Application Portal

Register a New Company for SVIP Application Portal.

#### Add New Application

Add & Submit New Application for a specific "SVIP Vertical" and its "Topic" to the activity worksheet.

#### Manage Application

Delete an Application from an activity worksheet and restore a deleted Application on the Activity worksheet.

#### Oral Pitch Applications

Submit an Oral Pitch Application for review by the panel.

#### Add Contracts

Add Contracts under "My Contracts" section so that deliverables can be submitted.

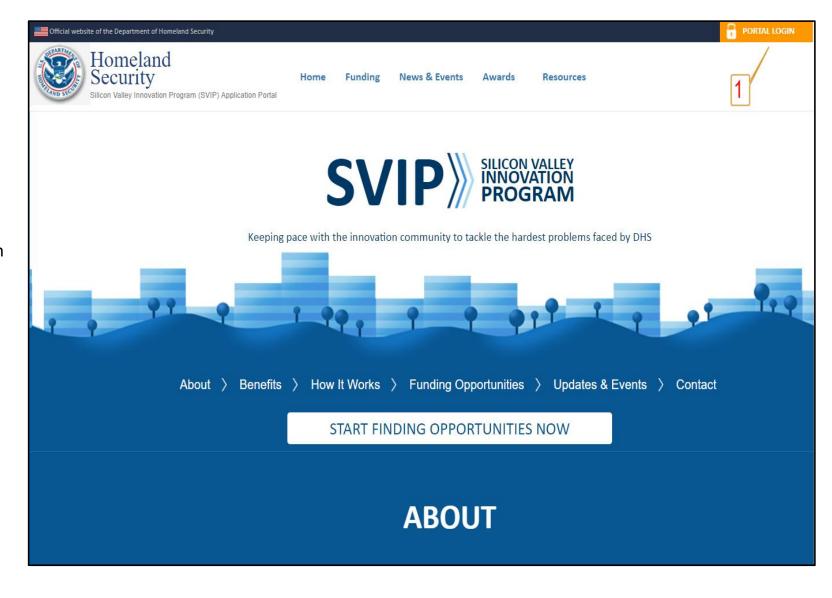


# Register for SVIP Submissions Portal

### **Registration Process**

To register for SVIP Application Portal, go to the SVIP Public Portal at <a href="https://svip.st.dhs.gov/portal/SVIP/">https://svip.st.dhs.gov/portal/SVIP/</a>

1. Click the "PORTAL LOGIN" Icon to open Portal Login page.

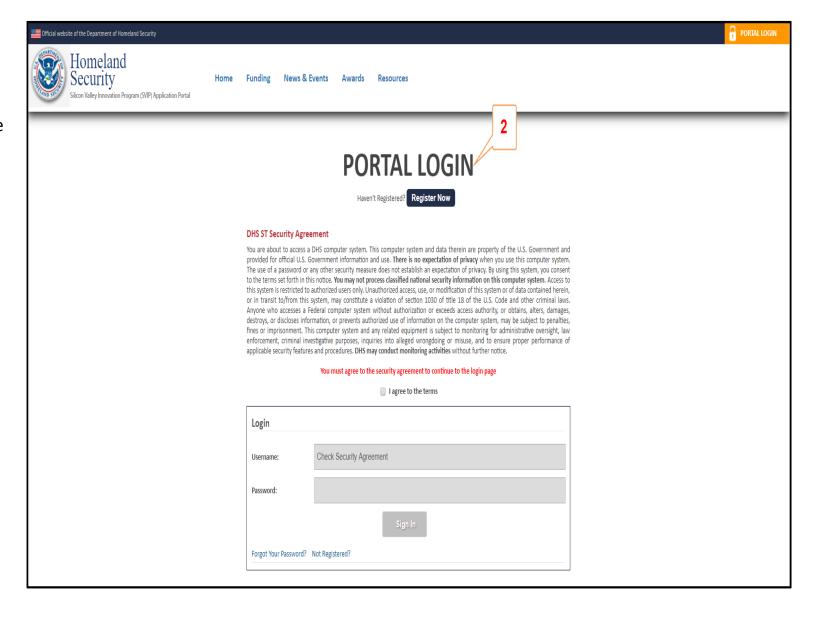




# Register for SVIP Submissions Portal (continued)

Access the Log In/Registration Page, Register the company in SVIP Submissions Portal.

2. On this page a new company can register and existing firms can login into the SVIP Submission Portal.



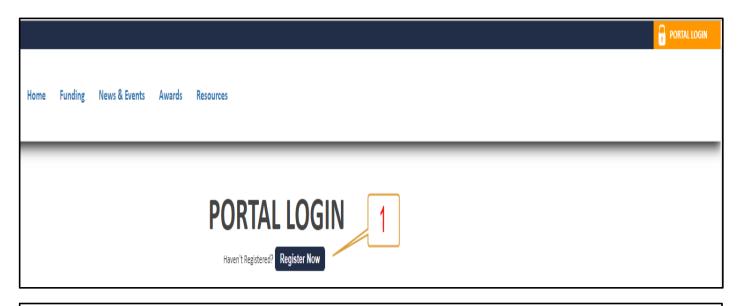


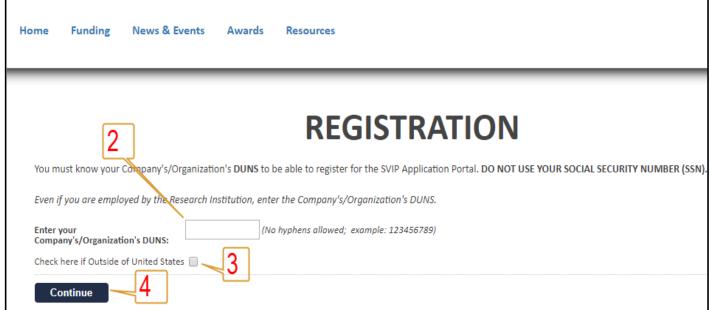
# Register for SVIP Submissions Portal (continued)

### Registering a New Company

Access the Registration Page to register the company for SVIP Submissions Portal.

- 1. Click "Register Now" button to open a new page to start registering the firm.
- 2. Enter the Company's/Organization DUNS number.
- 3. Select the checkbox if the firm is outside of the United States.
- 4. Click "Continue" button to open a new page and verify the DUNS number.



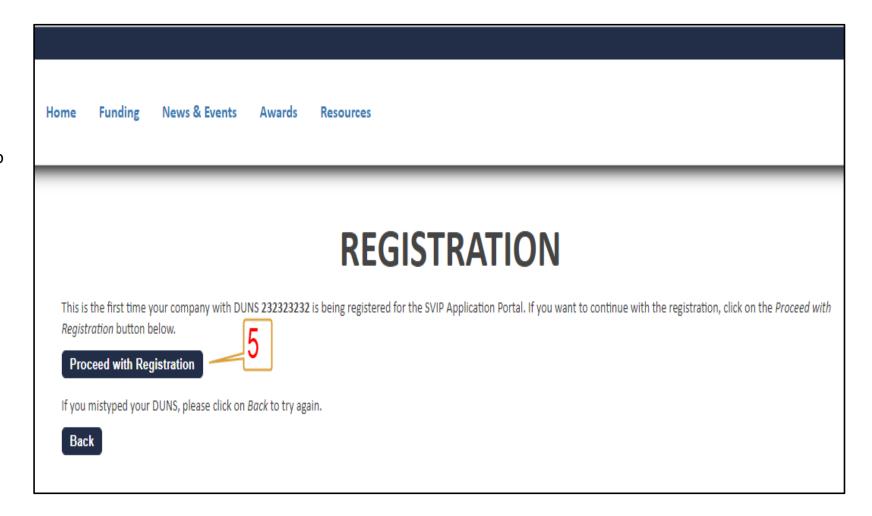




# Register a New Firm for SVIP Application Portal

Registering a New Company (continued)

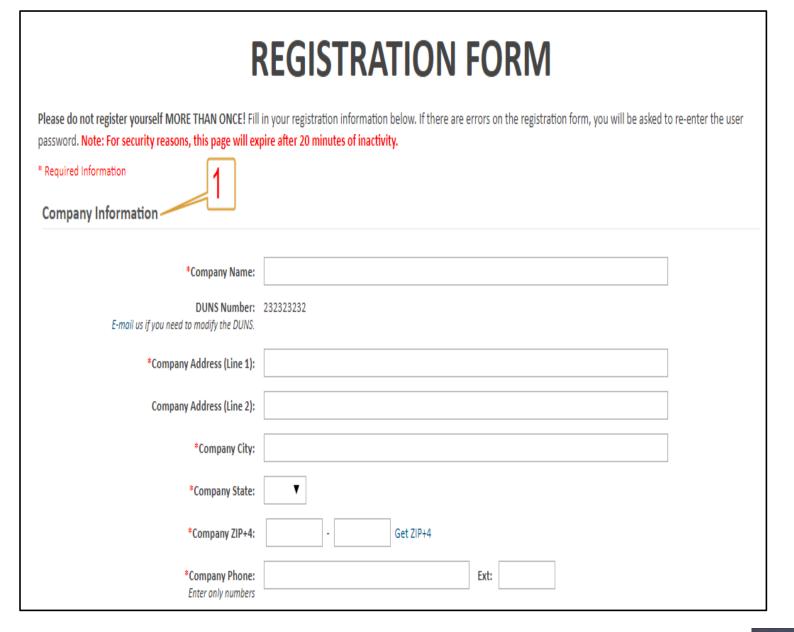
5. Click on "Proceed with Registration" button to continue with the registration. It will open a new page to fill out the Registration Form.





### *Fill out the following sections:*

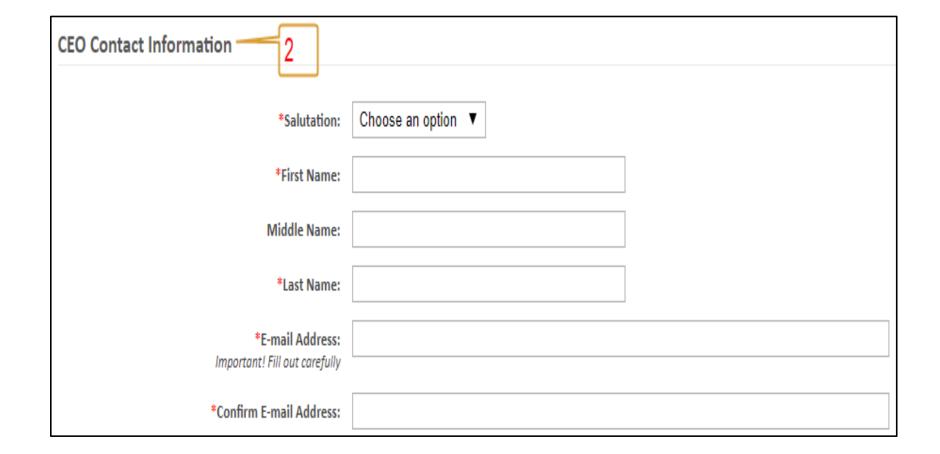
- 1. Company Information
  - Name
  - Address
  - Phone
  - City
  - State
  - Zip+4
  - Phone





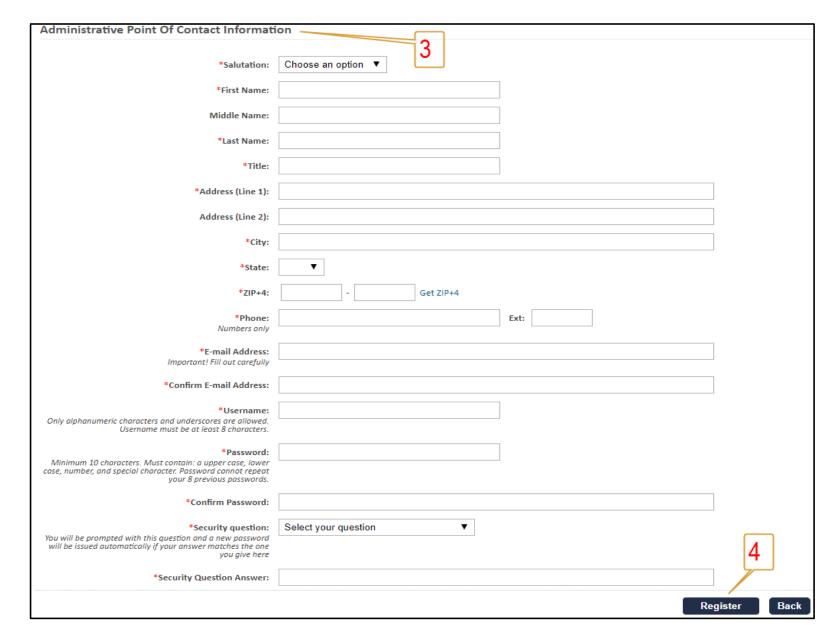
### Complete the following sections

- 2. CEO Contact Information
  - Name
  - Email Address



### Complete the following section:

- 3. Administrative Point of Contact Information Firm POC is the only user who can create and submit an application on the behalf of the firm.
  - Name
  - Address
  - Phone
  - Email
  - User Name
  - Password
  - Security Question
  - Security Question Answer
- 4. Click on "Register" button to complete the registration.

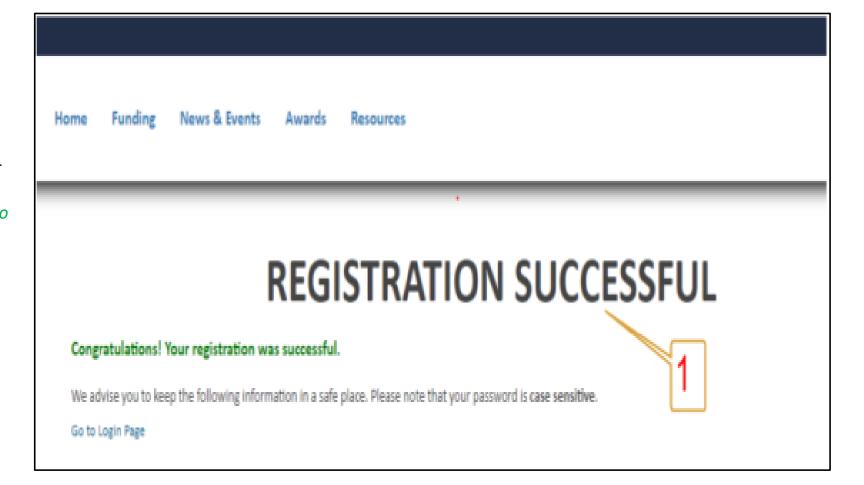




#### **Registration Success Message**

1. "Registration Successful" message will be displayed upon successfully registering for the SVIP Submissions portal.

**NOTE:** A confirmation email will be sent to the Administrative Point of Contact and company CEO.

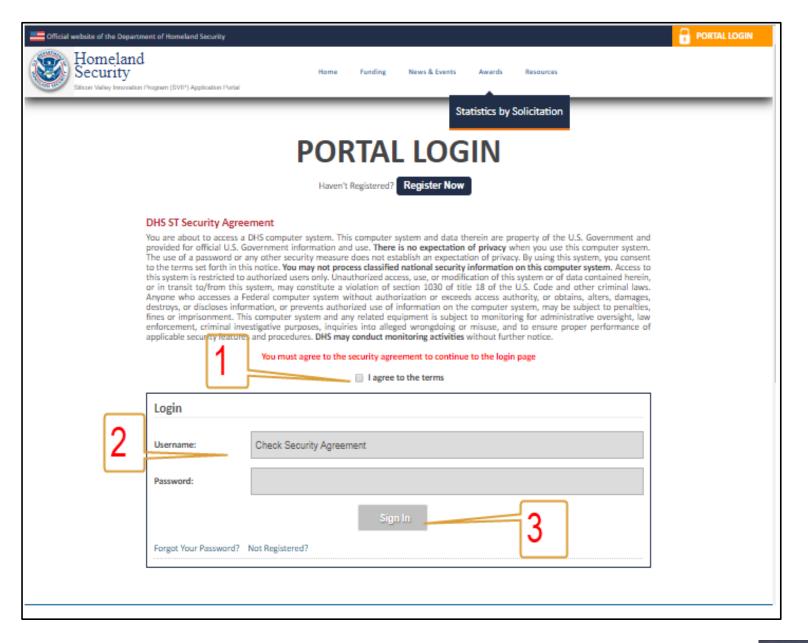




## **Portal Login**

Access the Login Page, To register the firm for SVIP Application Portal.

- Select the check box for "I agree to the terms." to enable the Username and Password sections.
- 2. Enter the Username & Password.
- 3. Click on the "Sign In" button to log into the Submission Portal, defaulting to the "My Dashboard" page.

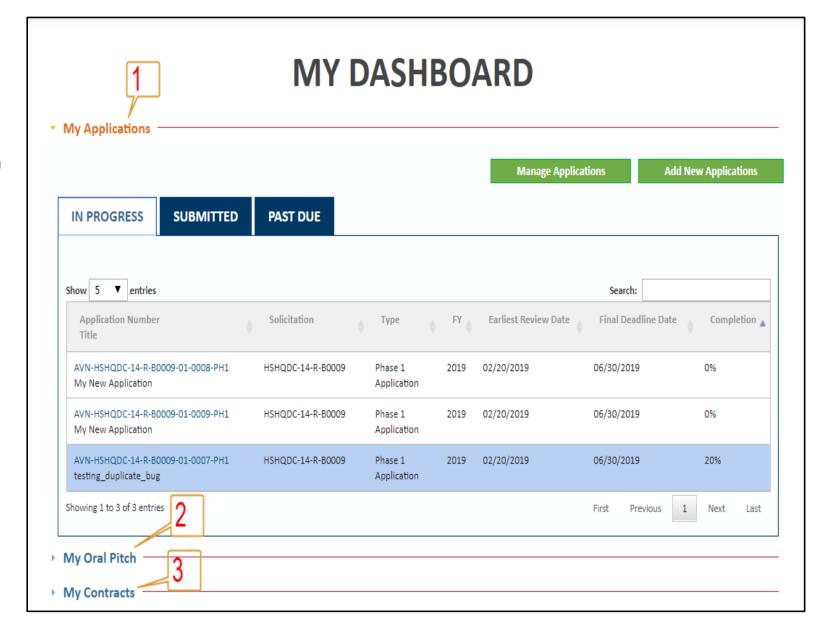




## My Dashboard

#### **Sections**

- **1. My Applications:** Click on this accordion to expand the Activity Sheet and perform the below functionalities.
  - Add New Applications.
  - Manage Existing Applications
  - In progress Applications
  - Submitted Applications
  - Past Due Applications
- **2. My Oral Pitch:** Click on this accordion to see all the Invited Oral Pitch applications.
- **3. My Contracts:** Click on this accordion to see all the active contracts.



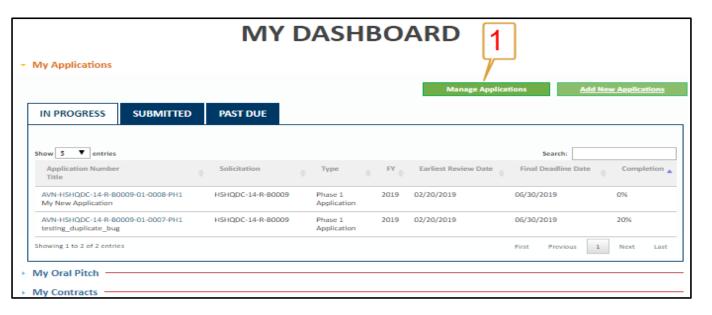


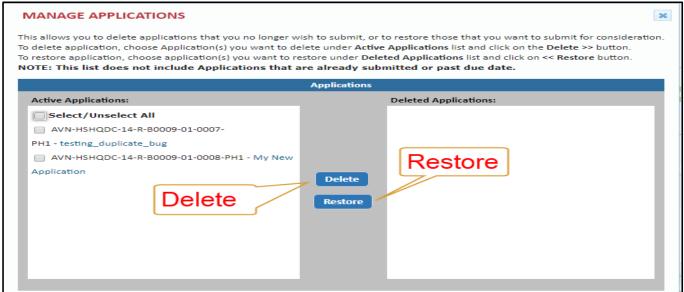
## My Dashboard (continued)

### **Mange Applications**

- Manage Applications (In Progress)
   Delete an Application from an activity worksheet and then restore a deleted Application back onto the Activity worksheet.
  - a. Delete\* Select the application from the Active Applications box and click on "Delete" button to Soft Delete an application from the activity page and it will place the application on the Deleted Applications section.
  - b. Restore\* Select the application from the Deleted Applications section and click on the "Restore" button and the selected applications will be moved to the Active Applications box.

\* **NOTE:** Delete and Restore options only available for "In Progress" Applications.



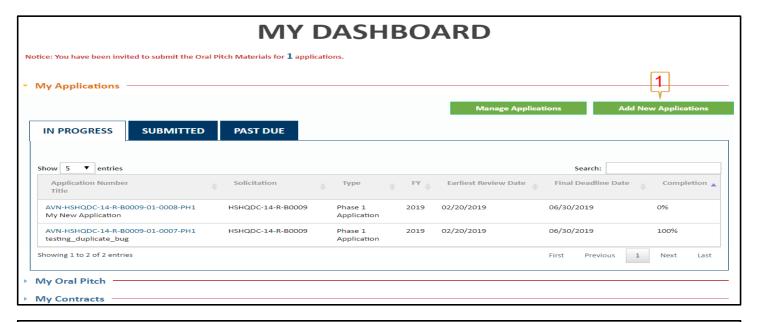


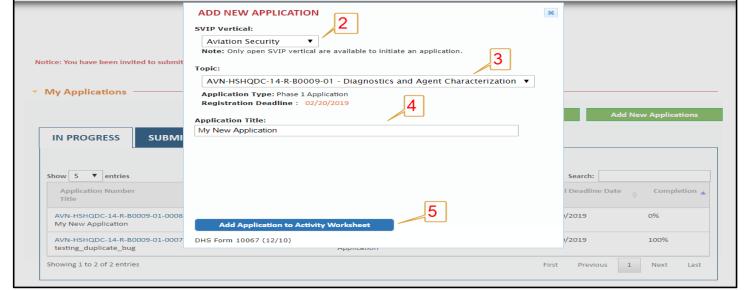


## My Dashboard (continued)

### **Add New Applications**

- Add New Applications Click here to open a new screen to add a new application to the activity sheet.
- **2. SVIP Vertical** Select the SVIP Vertical from the dropdown.
- **3. Topic** Select the Topic from the dropdown.
- **4. Application Title** Enter the Application Title.
- Click on the "Add Application to Activity Worksheet" button to add this application to the Activity Sheet.



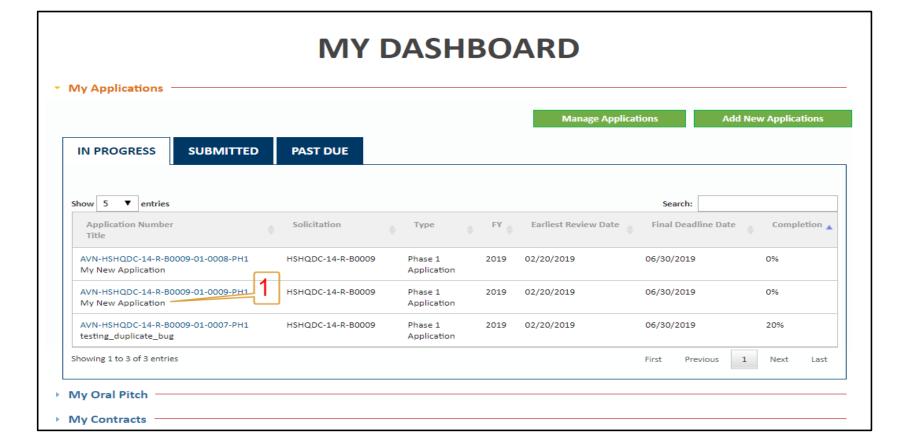




## My Dashboard (continued)

### My Applications - IN PROGRESS Tab

**1.** The newly created application will appear in the activity sheet under "In Progress" Tab.

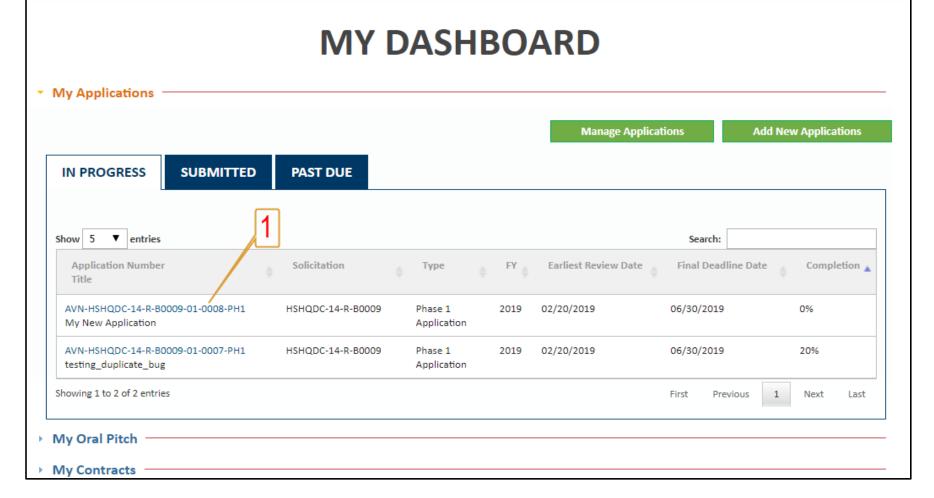




## My Dashboard

### My Applications - IN PROGRESS Tab

- 1. Click on the Application Number from the Activity Sheet and fill out the following forms:
  - > User/Company Information
  - > General Information
  - > Technical Information
  - > Cost Information
  - > Intellectual Property
  - > Finalize And Submit



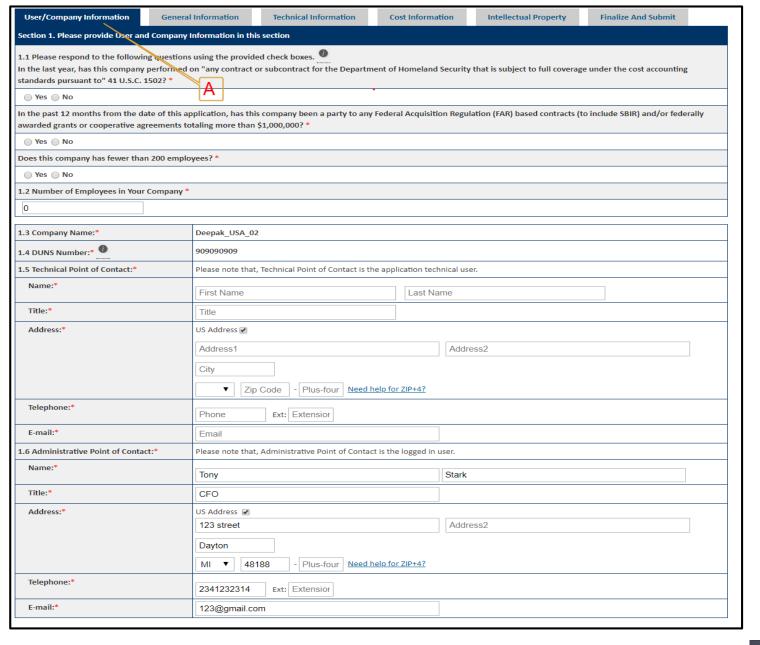


# **Application Type - Phase I Application**

- **A. User/Company Information:** Provide the following information.
  - Certification Questions

Company must certify that it adheres to the eligibility requirements detailed in section 4 of the SVIP other Transaction Solicitation.

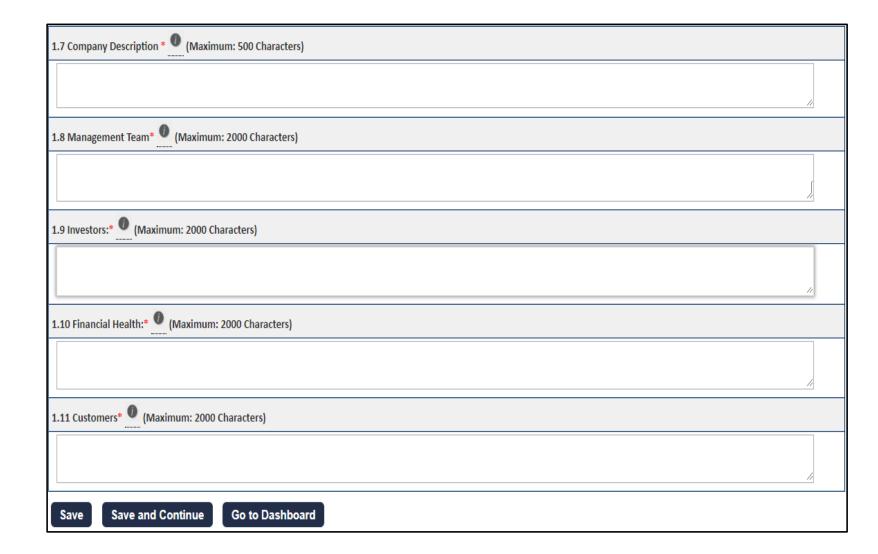
- Company Name
- > DUNS Number
- > Technical Point of Contact:
  - Name
  - Title
  - Address
  - Telephone
  - Email
- > Administrative Point of Contact:
  - Name
  - Title
  - Address
  - Telephone
  - Email





**A. User/Company Information (continued) -** Provide the following information.

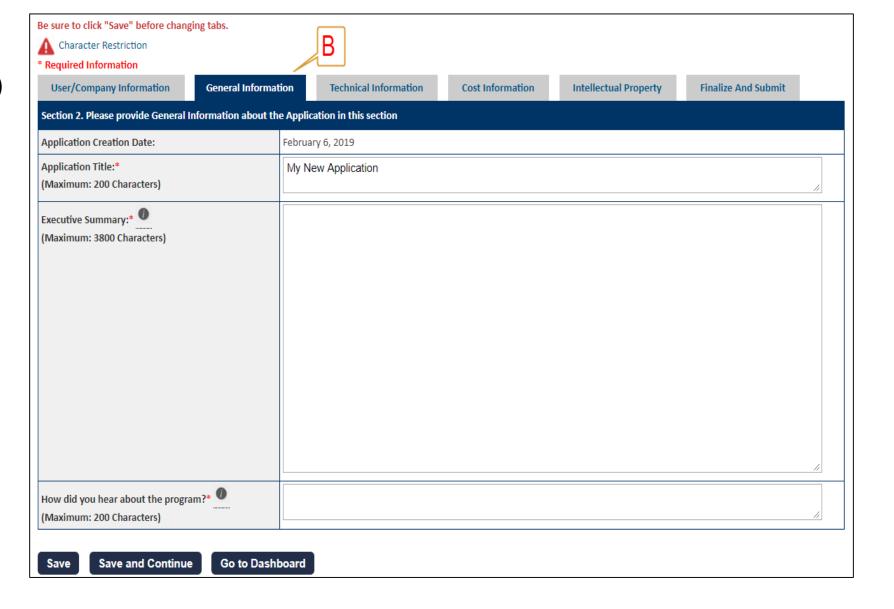
- > Company Description
- > Management Team
- > Investors
- > Financial Health
- > Customers





**B. General Information –** Provide the following information.

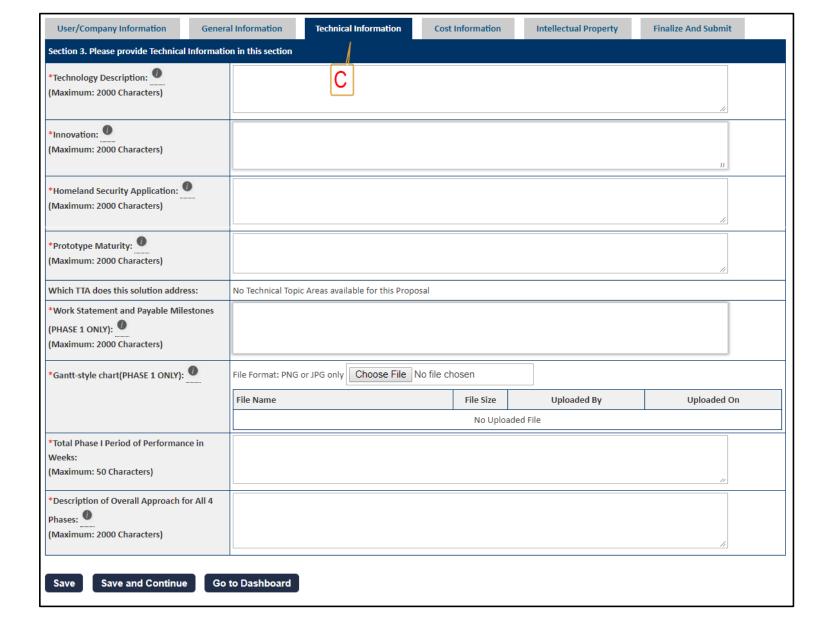
- Application Creation Date
- Application Title
- Executive Summary
- · How did you hear about the program?





**C. Technical Information –** Provide the following information.

- > Technology Description
- > Innovation
- > Homeland Security Application
- > Prototype Maturity
- > Which TTA does this solution address?
- > Work Statement and Payable Milestone
- ➤ Gantt-style chert (Phase 1 Only)
- Total Phase 1 Period of Performance in weeks:
- Description of overall Approach for All 4 Phases.



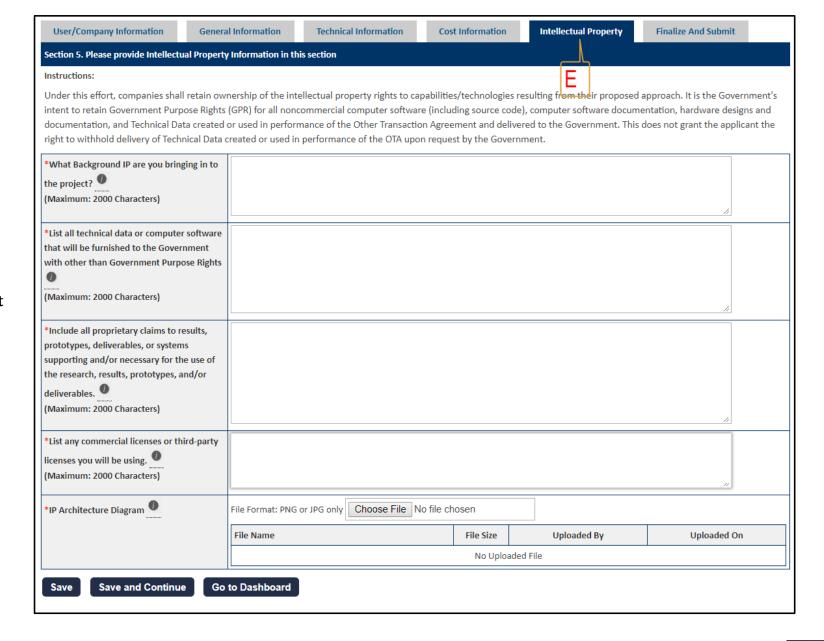


- **D. Cost Information –** Provide the following information.
  - > Total Project Cost The total of the below expenses will be shown here.
  - **➤** Labor and Miscellaneous Expenses
  - > Material Hardware and Software Cost
  - > Travel Costs.
  - > Which TTA does this solution address?
  - > Work Statement and Payable Milestone.
  - ➤ Gantt-style chert (Phase 1 Only)
  - > Total Phase 1 Period of Performance in weeks:
  - Description of overall Approach for All 4 Phases.

User/	company information	General information	recrifical information	Cost information	intellectual Property	Finalize And Submit	
ection 4	4. Please provide Cost Informa	ation in this section		1			
structi	ons:						
lease provide a rationale for the total cost of the project. You should provide a detailed breakout of how the money would be spent and how prices and rates were determined.							
lilestor	nes must match the payable r	milestones described in	the work statement.	D			
			omental stage in the product o e Government, be it technical				
						TSA trip, assume costs in line with	
	<b>country trip).</b> Provide estimat nent rates, travelers should a		wn. Per diem and lodging rate ective travel arrangements.	s can be found at GSA Per	Diem Rates. While vendors	will not be able to claim	
tal Pro	oject Cost						
		Item			Cost		
abor and Miscellaneous				\$0.00			
laterials, Hardware, and Software				\$0.00			
avel				\$0.00			
tal				\$0.00			
The to	otal cost cannot exceed \$200,0	000 and should reflect Ph	nase 1 costs only.				
bor an	d Miscellaneous Expenses						
tivity	Description	Hours Labo	r Category Rate/Hour C	ost Deliverab \$)	le(s)/Notes	Technical Data (TD) or Computer Software (CS)?	
1	Milestone 1						
1.a							
2	Milestone 2						
2.a					//	//	
	Total		· ·	.00			
	iotai		\$0	.00			
aterial	s, Hardware and Software Cos	st <sup>*</sup>					
	Item		Quar	ntity	Unit Cost	Total	
otal						\$0.00	
avel Co	nete"					<u> </u>	
		City) Round	Trin Lodging Ba	Diem Rental Car	Misc Total Days	Cost/Trip Trips Tota	
	10 (	Airfai	Trip Lodging Pe re per day	Total	Wisc lotal Days	Cost/Trip Trips Tota Trave	
otal		I		I		\$0.00	
			•				
Save	Save and Continue	Go to Dashboard					



- **E. Intellectual Property** Provide the following information.
  - > Provide What Background IP are you bringing in to the project
  - ➤ List all technical data or computer software that will be furnished to the government with other than Government Propose Rights.
  - ➤ Include all proprietary claims to results, prototypes, deliverables, or systems supporting and/or necessary for the use of the research, results, prototypes, and/or deliverables.
  - > List any commercial licenses or thirdparty licenses you will be using.
  - > IP Architecture Diagram





**F. Finalize And Submit\*** – Submit the Application.

- Click on the "Generate/Preview PDF" button to download the Application in PDF format and review it. AND to enable the checkbox.
- 2. Select the checkbox to confirm that everything is correct AND to enable the "Finalize and Submit Application" button.
- 3. Click on the "Finalize and Submit Application" button to complete the submission process.

\*NOTE: Once the "Finalize and Submit Application" button is clicked and application is submitted it cannot be edited. Application Type:

#### PHASE 1 APPLICATION

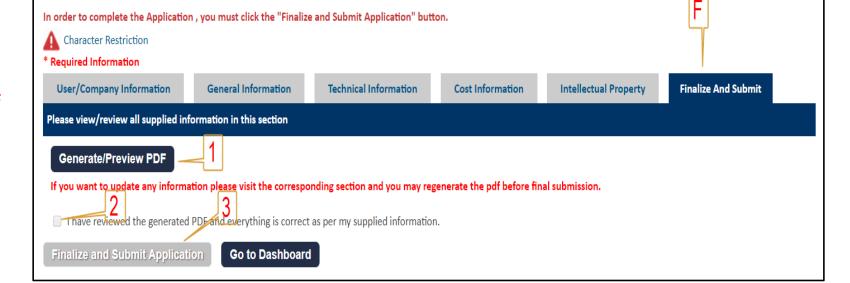
Application #: AVN-HSHQDC-14-R-B0009-01-0009-PH1

#### **General Instructions:**

Please review the Technical Call document on the **Diagnostics and Agent Characterization** before submitting your application. The application cannot exceed 10 pages, including the architectural Intellectual Property diagram. These instructions can be removed in the application submission.

All compliant and eligible applications will be evaluated on a quarterly basis, four (4) times a year. The quarterly deadlines for submitting an application are: 02/20/2019, 04/30/2019, and 06/30/2019 Applications must be submitted prior to a quarterly deadline to be evaluated in the respective quarterly review cycle. This call closes on June 30, 2019 at 12:00 PM PT. To be considered for this award, please complete this application, and submit it prior to the close date and time. Applications and Application resubmissions received after the close date and time will not be considered for review.

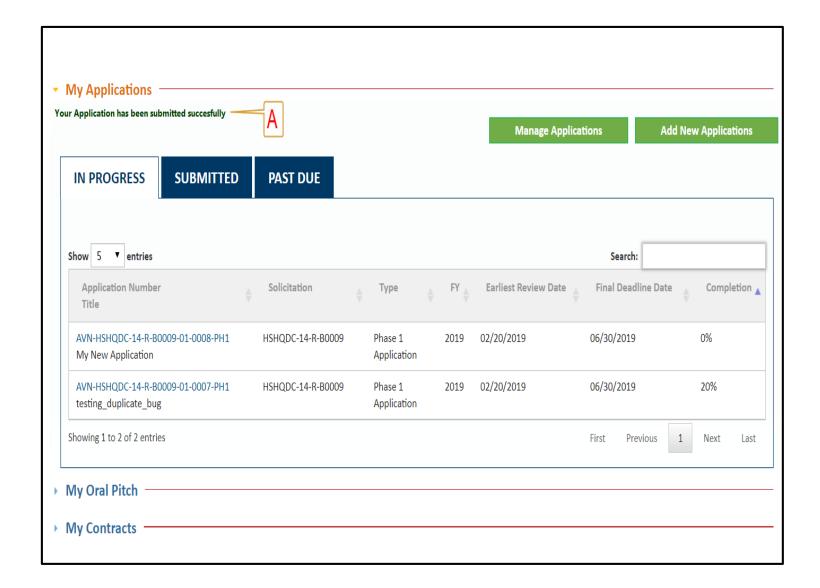
In order to receive an award, you must set up a user account and register your company in www.sam.gov. This does not need to be done at the application phase but must be done if the applicant is chosen to pitch and provides a successful pitch. DHS may decide to close the OTS Call early. If this action occurs, DHS will publish a notification in Federal Business Opportunities (FBO) 30 days prior to closing the call.





# **Application Successfully Submitted**

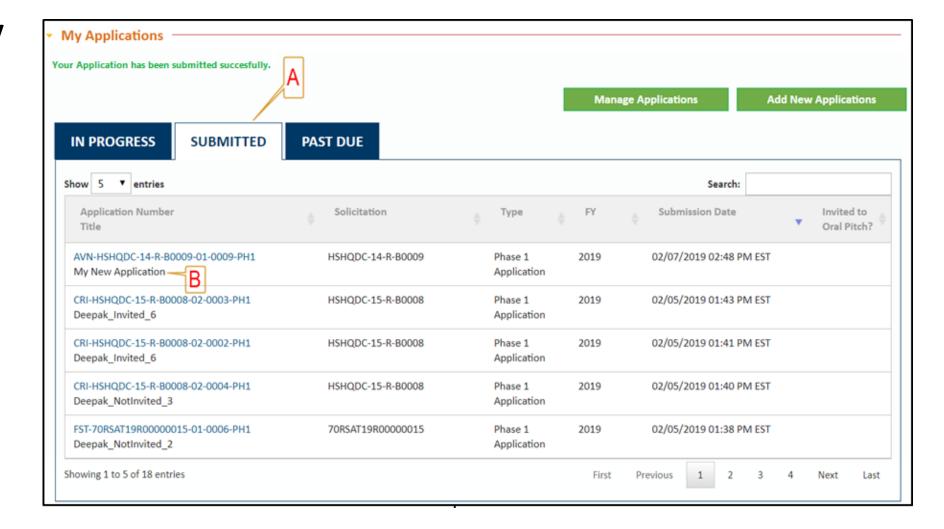
**A.** Application successfully submitted message will appear in the Activity Sheet under **My Applications**.





# Application Successfully Submitted (continued)

- **A.** Submitted All the submitted Applications can be seen here.
- **B.** Application can be seen in the activity sheet.







## **REI Systems**

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### www.reisystems.com

45335 Vintage Park Plaza Sterling, VA 20166

SVIP Application Team 703-480-7676 <a href="mailto:dhssvip@reisystems.com">dhssvip@reisystems.com</a>